

**No. 10 (05)/2008-09/NMNH
Government of India
National Museum of Natural History
(Ministry of Environment & Forests)**

**FICCI Museum Building,
Tansen Marg,
New Delhi-110001
Dated: 26th March 2012.**

**Notice inviting Tender
(Closing date: 1500 hours of 2nd April 2012)**

Sub: Quotations for providing and maintenance of green plants in the National Museum of Natural History, (Ministry of Environment & Forests) FICCI Museum Building, Tansen Marg, New Delhi.

The National Museum of Natural History (Ministry of Environment and Forests) invites sealed quotation for providing and maintenance of approximately five hundred and fifty (550) potted plants for decorating purposes in the galleries /corridors/rooms of senior officers, Auditorium, conference room etc. and maintenance of not less than 500 to 550 plants initially for a period of one year which may extendable from the date on which the contract is awarded if services are found satisfactorily on the terms and conditions mentioned below. Interested parties may submit sealed bids consisting of details regarding (i) experience of last three years in the same field; (ii) present list of clients; (iii) annual turnover of Rs. 10 Lakh for last two years; (iv) Service Tax/ Vat registration details; and (v) Financial bid in the prescribed Performa. The rates should be quoted on comprehensive basis excluding all taxes. The envelope should be superscribed "Tender for maintenance of green plants in NMNH". The bid shall be accompanied by a demand draft/Pay order/Banker cheque of Rs. 10,000/- (Rupees ten thousand only) as earnest money drawn in favour of the Pay and Account Officer, Ministry of Environment & forests. Tender not containing the above information and earnest money shall not later considered. The quotations should reach to the undersigned not later than **15.00 hours on the closing date.** Tenders received after the scheduled date and time of receipt shall not be opened or considered and no claim on this account whatsoever shall be entertained. The representative may be present at the time of opening of bids. The NMNH reserves the right to accept the offer of any tenderer other than the lowest without assigning any reason and no claim in his account shall be entertained. If the successful tenderer fails to fulfill the terms and conditions of the offer specified in the offer letter, the earnest money deposited by him shall be forfeited and other action as deemed fit shall be taken and no claim on this account shall be entertained. The earnest money of the unsuccessful tenderer shall be refunded after finalization of the tender process.

Terms and conditions:

- The period of contract will be for one year from the date of award of contract extendable by one more year subject to satisfactory performance.
- No advance payment will be made. Payment will be made every month after production of pre-receipted bills (in triplicate) along with the satisfactory performance certificates from the Officers/officials specified for this purpose by all necessary activities for the health and well being of the plants of the NMNH in this regard.
- The firm will maintain all the plants including everyday watering, cleaning, pruning, trenching, spraying of insecticides etc. by putting manure and filling of moss grass.
- The firm will supply healthy indoor/outdoor variety plants in earthen / cement /plastic pots which shall include seasonal / annual flower plants also.
- The plants will be rotated regularly and replaced as and when required coloring of earthen/cement pots by suitable paints/ colours will be done on regular basis.
- Random check will conducted to inspect the freshness, quality of the Green Plants. The decision of the NMNH in this regard will be binding on the contract holder.
- Adequate number of mail/labours will be provided by the contractor, not less than two numbers who shall be available between 8.00 a.m. and 4.00 P.M. on minimum 6 days in a week and their names will be enrolled in the Biometric Machine. The mali/labour will report to the Care- Taker at 10.00 a.m. and 4.00 P.M. on all working days.
- The NMNH will not pay any extra charge for transportation of plants, replacement or rejection. The rates quoted shall be inclusive of handling transportation and manpower charges etc. and nothing extra shall be paid.
- Plants shall be supplied at FICCI Museum Building, Tansen Marg, or at any other specified place to the entire satisfaction of the NMNH.
- The aforesaid Plants/ material shall be strictly as per specifications and contractor shall be responsible for freshness of material supplied.
- The NMNH reserves the right to award the contract to more than one contractor of split the quantities of plants or to increase/decrease number of plants for which the contract rate will be adjusted proportionality.

- If the supplier fails to supply the quantity stipulated, the Department shall be free to make necessary purchase from the market at the supplier's risk and cost which shall be recoverable from his running bills.

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- In case of any deficiency in service i.e. number of potted plants is less than 500 to 550 in the NMNH for the maintenance of beautification area near VIP gate or maintenance of the plants is unsatisfactory an amount equal of 10% will be deduct from monthly bill and thereafter the agreement will be cancelled, if the deficiencies in service are not rectified.
- Cost of the tender will be Rs. 5.00 lakh (approx.)

2. The successful tenderer will be required to furnish "Security Deposit" of Rs. 45,000/- (Rupees fifty thousand only) immediately on acceptance of the contract. The security deposit shall be in the form of Demand Draft/FDR/Bank Guarantee of any National Bank drawn in favor of pay and Accounts Officer, Ministry of Environment & Forests, New Delhi.

3. The security deposit will be refunded only after satisfactory completion of the contract. The contract will be cancelled / terminated without assigning any reasons thereof before the date of the expiry of the contract, in case during the period of contract, the services of the contractor are found to be unsatisfactory in any respect or in the event of breach of terms and conditions of the contract.

4. In case of any dispute arising between the contract holder and the NMNH or any constituent being party to the contract the sole authority for settlement of such disputes, will rest with the Arbitrator, appointed by the Director, NMNH, Ministry of Environment & Forests.

5. The Director/NMNH reserves the right to reject any quotation (s) in full or in part without assigning any reasons thereof.

6. **The successful bidder shall enter into a PRE CONTRACT INTEGRITY PACT with the competent authority of National Museum of Natural History (Ministry of Environment and Forests) on being informed about intention of the NMNH to award the contract.**

Yours faithfully,

(Vinod Kumar)
Administrative Officer/NMNH
Tele: 23317992

National Museum of Natural History

(Ministry of Environment and Forests)

FICCI Museum Building, Tansen Marg, New Delhi

Name of the Company

Address

Contact Tel. No.

**FINANCIAL BID
FOR SUPPLY AND MAINTENANCE OF GREEN PLANT**

S. No.	Name of the work	Rate should be quoted In figure as well as in words
1.	Monthly rate per potted plant. For Money Plant, Cycus, Arica Palm ;big size, Arancaria, Anthurium with moss etc.	Rs. <u>Applicable tax details</u>

**Note:
quoted**

**Rates
are**

exclusive of all taxes and levies.

Signature.....

Date:

Company Name.....

Place:

Company Seal.....